



**Sean Rogan**  
Executive Director

**COMMUNITY DEVELOPMENT COMMISSION  
of the County of Los Angeles**

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**Hilda L. Solis**  
**Mark Ridley-Thomas**  
**Sheila Kuehl**  
**Don Knabe**  
**Michael D. Antonovich**  
Commissioners

March 29, 2016

The Honorable Board of Commissioners  
Community Development Commission  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Commissioners:

**APPROVE ALLOCATION OF FUNDS FOR THE FAMILIES COMING HOME TOGETHER  
PROGRAM  
(ALL DISTRICTS) (3 VOTE)**

**SUBJECT**

This letter requests that your Board approve the acceptance and incorporation of \$250,000 from the Department of Children and Family Services (DCFS) to the Community Development Commission (Commission), and the allocation of these funds to three agencies to provide rapid re-housing services and financial assistance to DCFS families through the Families Coming Home Together (FCHT) Program.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Authorize the Executive Director, or his designee, to accept and incorporate a total of \$250,000 from DCFS into the Commission's approved Fiscal Year (FY) 2015-2016 budget, and to execute a Memorandum of Understanding (MOU) with DCFS as well as related funding agreements with the County to implement the FCHT Program.
2. Authorize the Executive Director, or his designee, to utilize up to \$25,000 (10%) of these funds to cover administrative costs associated with the Commission's oversight of the FCHT Program.
3. Approve and authorize the Executive Director, or his designee, to allocate funds as necessary to the three agencies listed in Attachment A, and to execute, amend, and if necessary, terminate Reimbursable Contracts, a sample of which is presented in substantially final form, for their FCHT projects, using up to \$225,000 in DCFS funds, effective from the date of Board approval through June 30, 2017.

**ADOPTED**

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

3-D March 29, 2016

LORI GLASGOW  
EXECUTIVE OFFICER

4. Authorize the Executive Director, or his designee, to reprogram funds between the three agencies listed in Attachment A as needed in order to fully expend all funds granted to the Commission by June 30, 2016.

5. Find that the acceptance and allocation of funds are not subject to the provisions of the California Environmental Quality Act (CEQA), as described herein, because these actions do not have the potential for causing a significant effect on the environment.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The purpose of this action is to approve the acceptance and incorporation of \$250,000 in funds from DCFS into the Commission's approved FY 2015-2016 budget, in order to enable the Commission to then allocate \$225,000 to the Agencies listed in Attachment A for rapid re-housing services and financial assistance to DCFS families when the sole barrier to reunification is the parents' homelessness; and to allocate \$25,000 for administrative costs associated with providing oversight of the FCHT Program. The FCHT Program will provide direct financial assistance and supportive services to families in order to assist them with securing and retaining permanent housing so that children can be reunited with their parents when the Dependency Court determines that children temporarily removed from the parental home can be safely returned to the parents' custody.

#### **FISCAL IMPACT/FINANCING**

The Commission and DCFS will execute an MOU to transfer \$250,000 from DCFS to the Commission, which will be utilized as follows: \$225,000 will be allocated to the three agencies listed in Attachment A (\$75,000 per agency), to provide direct financial assistance and supportive services to families in order to assist them with securing and retaining permanent housing so that children can be reunited with their parents; and \$25,000 will be retained by the Commission for administrative costs associated with providing oversight of the program.

#### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The Executive Director, or his designee, will be authorized to sign the MOU with DCFS in order to transfer the funds to the Commission. Following the execution of the MOU, the funds will be allocated through Reimbursable Contracts between the Commission and the Agencies listed in Attachment A. These contracts will be executed by the Executive Director, or his designee, following approval as to form by County Counsel.

The current funding recommendations are to allocate \$225,000 to the three agencies listed in Attachment A, located in Service Planning Areas (SPAs) 3, 6, and 8, which serve areas that receive most of the referrals through the Dependency Court.

In addition, the Executive Director, or his designee, will be authorized to reprogram funds as necessary among the three agencies listed in Attachment A to ensure that all funds are fully expended by June 30, 2016, and will be able to execute, amend, and, if necessary, terminate the attached standard Reimbursable Contract, following approval as to form by County Counsel.

#### **ENVIRONMENTAL DOCUMENTATION**

The Honorable Board of Commissioners

3/29/2016

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The activities funded for the projects listed in Attachment A are not subject to the provisions of CEQA pursuant to State CEQA Guidelines 15060(c)(3) and 15378 because the activities are not defined as a project under CEQA and do not have the potential for causing a significant effect on the environment.

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

The requested actions will provide additional temporary rental assistance for rapid re-housing and supportive services, for families who are homeless in the County.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Sean Rogan", followed by a horizontal line extending to the right.

SEAN ROGAN

Executive Director

SR:SS:rw

Enclosures

## ATTACHMENT A

### RENTAL ASSISTANCE AND SUPPORTIVE SERVICES AGENCIES RECOMMENDED FOR FAMILIES COMING HOME TOGETHER PROJECTS

<b>SPA</b>	<b>Agency</b>	<b>Address</b>
3	Volunteers of America Los Angeles	3600 Wilshire Blvd., Suite 1500 Los Angeles, CA 90010
6	Special Service for Groups	905 E. 8 <sup>th</sup> Street Los Angeles, CA 90021
7	The Whole Child	10155 Colima Rd. Whittier, CA 90603

**WOMEN/MINORITY COMPOSITION  
ATTACHMENT B**

**Volunteers of America, Los Angeles**

	<b>Board of Directors</b>	<b>Employees</b>
Total	25	1,759
Minorities (Number)	6	1,628
Women (Number)	7	1,320
Minorities (Percent)	4%	92%
Women (Percent)	4%	75%

**Special Services for Groups**

	<b>Board of Directors</b>	<b>Employees</b>
Total	10	683
Minorities (Number)	8	586
Women (Number)	2	502
Minorities (Percent)	80%	84%
Women (Percent)	20%	72%

**Interval House**

	<b>Board of Directors</b>	<b>Employees</b>
Total	16	65
Minorities (Number)	8	52
Women (Number)	10	51
Minorities (Percent)	50%	80%
Women (Percent)	62.5%	78%

The Commission encourages the participation of minorities and women in the contract award process by: providing information about the Commission at local and national conferences; conducting seminars for minorities and women regarding the Commission's programs and services; advertising in newspapers to invite placement on the vendor list; and mailing information to associations that represent minorities and women. The above information has been voluntarily provided by the above agencies.

The recommendation to approve the Reimbursable Contracts with the above agencies is being made in accordance with federal regulations, and without regard to race, creed, color, gender, religion or sexual orientation.

MEMORANDUM OF UNDERSTANDING  
BETWEEN  
COUNTY OF LOS ANGELES, by and through the  
Department of Children and Family Services  
AND THE  
COMMUNITY DEVELOPMENT COMMISSION  
  
FOR  
  
**FAMILIES COMING HOME TOGETHER PROGRAM**

**WHEREAS**, the purpose of this Memorandum of Understanding (MOU) is to document the parties understanding with respect to the Families Coming Home Together (FCHT) Program (hereinafter "the Program") to enter into a MOU with the Community Development Commission (Commission) to provide rapid re-housing services and financial assistance to the Department of Children and Family Services (DCFS) families with housing when the sole barrier to reunification is the parents' homelessness. This MOU delineates the responsibilities of each party.

**NOW, THEREFORE**, in consideration of the foregoing and of the promises and the covenants set forth herein, the parties agree as follows:

**I. PURPOSE**

This MOU is entered into by DCFS and the Commission to provide rapid re-housing services and financial assistance to DCFS families with housing when the sole barrier to reunification is the parents' homelessness. The Program will provide direct financial assistance and supportive services to families to assist them in securing and retaining permanent housing so that children can be reunited with their parents when the Dependency Court determines that children temporarily removed from the parental home can be safely returned to the parents' custody.

**II. TERM OF MOU**

The term of this MOU shall commence upon execution by both Parties and shall expire on June 30, 2017, unless sooner terminated or extended, in whole or in part, as provided in this MOU.

**III. COMMISSION RESPONSIBILITIES**

The Commission will administer contracts with three (3) service agencies at \$75,000 each to provide the rental assistance and services program. The Commission shall ensure qualified sub-contractors provide the following services and direct financial assistance to eligible families:

- a. **Housing and Supportive Service Plan:** Sub-Contractors shall develop a housing and supportive service plan for each family assessed and entered into the Program. The housing and supportive community based services which families shall be linked with in order to ensure their long term welfare include: health services, substance use and recovery services, educational and employment services, financial counseling, and food and nutritional services.
- b. **Crisis Housing:** Sub-Contractors will assist the family connect with short term crisis housing for individuals while the family is seeking housing. Parents will not be targeted to short term crisis housing for families unless the family will be reunifying during their stay in crisis housing.
- c. **Housing Search and Placement:** Sub-Contractors will provide housing location services. Staff will be responsible for establishing working relationships with landlords within the community, identifying available and appropriate housing units, cataloging unit specifications, calculating monthly rent amounts, and determining that the housing meets or exceeds habitability and rent reasonableness standards.
- d. **Housing Stabilization Case Management:** Sub-Contractor will provide housing stabilization services to families. These services will be provided prior to and after permanent housing is secured and should be focused on coordinating and delivering services that ensure long term housing stability. Housing Stabilization Services may include, but are not limited to: home visits, information and referral, a minimum of monthly face to face meeting with the family, assistance with budgeting/money management, assistance with accessing County services and the services provided by the Commission community partner agencies. Housing Stabilization Case Management also includes connecting families to community based supportive services that will help the family retain permanent housing.
- e. **Direct Financial Assistance:** Sub-Contractors shall assess a family's eligibility for homeless assistance programs and assist families develop financial assistance plans that will ensure their success in securing and retaining permanent housing. This coordination may include the financial assistance available through the funding streams other than those included in this agreement, resource coordination agreements with other funding entities, or resources coordinated through regional partnerships. Direct financial assistance includes:
  - Rental Application Fees
  - Utility Set up Fees and Utility Deposits
  - Utility Arrears up to a total of equivalent of six months
  - Security Deposit not to exceed the equivalent of two months of rent for an unfurnished unit and three months of rent for a furnished unit.

- Rental assistance payments for up to twelve (12) months if necessary to assist the family in retaining permanent housing.
- Essential furnishings; bed; refrigerator; stove.

#### **IV. DCFS RESPONSIBILITIES**

- a. DCFS shall assign a Program Manager to provide oversight of the referral process, to track the progress of families participating in the Program and assist in the coordination of the DCFS Family Reunification Plan.
- b. DCFS shall assess the need for and make Family Preservation Services/or Wrap Around Services available to all participants in the Program
- c. DCFS case carrying Children's Social Worker (CSW) shall assess the home within 5 business days to verify that the housing secured by the family meets the housing requirements for DCFS reunification of the parents securing housing.
- d. DCFS CSW shall assist in the transfer of the children to the parental home as appropriate and necessary.
- e. DCFS CSW shall meet with the family as needed but no less than monthly, while the DCFS case remains open to ensure the safety of the child (ren) in the home.
- f. DCFS shall assist the family in accessing community based resources necessary to ensure the long-term housing stability of the family and safety of the child (ren) as appropriate and necessary.
- g. DCFS CSW Program Manager shall respond in a timely manner to any concerns reported/raised by the Commission as it relates to child safety. If safety issues are identified, the DCFS CSW will take immediate action in accordance with DCFS guidelines and protocols.
- h. DCFS will seek a referral from the Dependency Court for Family Preservation Services when necessary for each identified family.
- i. DCFS Program Manager or appropriate representative shall participate in regular case coordination meetings with the appropriate Commission Program Manager.
- j. The services provided by assigned DCFS staff will conform to State Regulations, County employment agreement, DCFS policies, and other applicable standards, regulations and agreements. The services provided may include, but shall not be limited to, the following:

- Review all referrals to ensure potential clients meet the criteria for all the Families Coming Home Pilot.
- Develop and continually update data spread sheet for the Program.
- Conduct phone conferences with DCFS line staff and managers assigned to client to ensure client meet all Program criteria.
- Refer clients and all relevant information to Children's Court Program Manager and DCFS County Counsel.
- Conduct weekly searches on JADE database to obtain updated court orders.
- Liaison with 211 staff to obtain updates on client's status and move in dates.
- Provide housing updates on client status to CSWs in regional offices.
- Attend monthly meetings and provide comprehensive updates for each client and their status in obtaining housing.
- Conduct weekly calls to CSWs to obtain additional client information.

#### **V. DCFS and COMMISSION MUTUAL RESPONSIBILITIES**

DCFS and the Commission will share client information in accordance with applicable State and Federal laws and regulations and specific procedures as may be necessary in order to enable each party to perform its duties and functions as required by law and under this MOU.

#### **VI. COMPENSATION/BUDGET**

Total DCFS funding for Year 1 (FY 2015-2016) is a maximum amount of \$250,000.00 to be awarded to the Commission following the execution of this MOU. The Commission will provide DCFS with a monthly summary report on the status of each family and the services provided.

#### **VII. TERMINATION**

Any party may terminate the parties' participation provided that a written termination notice is submitted to the other parties not less than thirty (30) calendar days prior to the requested termination date.

#### **VII. AMENDMENTS**

- a. For any material change, a written Amendment shall be prepared and executed by all Parties and approved as to form by County Counsel.

**VIII. ENTIRE AGREEMENT**

This MOU constitutes the complete and exclusive statement of understanding between the parties, which supersedes all previous agreements, written or oral, and all other communications between the parties relating to the subject matter of this MOU.

IN WITNESS HEREOF, the parties hereto have executed this MOU as this \_\_\_\_ day of \_\_\_\_\_, 2016.

DEPARTMENT OF CHILDREN AND FAMILY SERVICES

By \_\_\_\_\_  
PHILIP BROWNING  
DIRECTOR

By \_\_\_\_\_  
Director

APPROVED AS TO FORM:  
MARY C. WICKHAM  
County Counsel

By \_\_\_\_\_  
DAVID BEAUDET  
Senior Deputy County Counsel for DCFS

COMMUNITY DEVELOPMENT COMMISSION

By \_\_\_\_\_  
SEAN ROGAN  
Executive Director

By \_\_\_\_\_  
SCOTT STEVENSON, Director  
Community Development Division

APPROVED AS TO FORM:  
MARY C. WHICKHAM  
County Counsel

By \_\_\_\_\_  
BEHNAZ TASHAKORIAN  
Senior Deputy County Counsel for COMMISSION

Agreement # \_\_\_\_\_

**DCFS BUDGET SUMMARY**

**Budget Summary**

Agency: Community Development Commission of the County of Los Angeles

Project Name: Families Coming Together Rental Assistance and Supportive Services

Agreement Period: \_\_\_\_\_

Cost Category		DCFS Funds	Matching Funds	Total Costs
1	Personnel	17,788	0	17,788
2	Contracted Svcs (Excluding Evaluation)	0	0	0
3	Equipment	0	0	0
4	Printing/Copying	0	0	0
5	Space*	0	0	0
6	Telephone*	0	0	0
7	Postage*	0	0	0
8	Supplies*	0	0	0
9	Employee Mileage and Travel	444	0	444
10	Training Expenses	0	0	0
11	Evaluation	0	0	0
12	Capital Cost/Renovation	0	0	0
13	Subrecipients	225,000	0	225,000
14	*Indirect Costs	6,768	0	6,768
<b>TOTAL:</b>		<b>\$250,000</b>	<b>\$0</b>	<b>\$250,000</b>

\*Overhead cost incurred by staff and the support services needed to run the program (Executive Office, Human Resources, Finance, Intergovernmental Relations, Purchasing, Emergency Preparedness,

Computer Services, Space Rent, Legal Services, Telephone, Building Maintenance, and Corporate Office Utilities)